

# Sample Submission – Shipment, Delivery, Restrictions

Water Sciences Section – Chemistry Laboratory

➤ **Delivering / Shipping Samples to the Central Laboratory (Raleigh, NC):**

Method	Information	Comments
<b>Ship by State Courier</b>	<p><u>Address:</u> 1623 Mail Service Center Raleigh, NC 27699-1623</p>	<p>Samples arrive at Central Lab on next work day. Asheville Region – Samples generally arrive at Central Lab two days after collection.</p> <p>Avoid shipping samples out on a Friday (or day before a state holiday); store in a refrigerator and ship on Monday (or next work day).</p> <p><i>See below for restrictions on receipt of time-sensitive samples.</i></p>
<b>Ship by Private Courier</b>	<p><u>Address:</u> 4405 Reedy Creek Road Raleigh, NC 27607</p>	<p>Sample arrival at Central Lab depends on delivery priority; priority overnight delivery recommended.</p> <p>Avoid shipping samples out on a Friday (or day before a holiday); store in refrigerator and ship next <i>work day</i>.</p> <p><i>See below for restrictions on receipt of time-sensitive samples.</i></p> <p>Please notify laboratory if using private courier.</p>
<b>Hand-Delivery</b>	<p><u>Address:</u> 4405 Reedy Creek Road Raleigh, NC 27607</p> <p><i>(deliver to receiving room, located on west side of building at loading dock).</i></p>	<p>Normal business hours are 8:00 AM to 5:00 PM, Monday to Friday (except state holidays).</p> <p><i>See below for restrictions on delivery of time-sensitive samples.</i></p> <p>Please notify laboratory if arriving after 4:00 PM.</p> <p>Do not leave samples on loading dock without prior notification of laboratory staff.</p>

➤ **Restrictions on Delivery and Submittal of Time-Sensitive Samples:**

<b>MONDAY through THURSDAY:</b>
<b>Not Accepted after 3:00 PM – unless with Prior Notification</b>
<b>FRIDAY:</b>
<b>Not Accepted after 1:00 PM – unless with Prior Notification and if Emergency</b>
<b>STATE HOLIDAYS &amp; STATE HOLIDAY WEEKENDS:</b>
<u>Work Day prior to Holiday or Holiday Weekend:</u>
<ul style="list-style-type: none"> <li>• <b>Time-Sensitive Samples NOT Accepted;</b></li> <li>• <b>Except for Chlorophyll a and Turbidity (accepted until 1:00 PM)</b></li> </ul>